



All Hallows Catholic High School

Person Specification

Pupil Support Assistant

APPLICATION FORM AND LETTER	ESSENTIAL	DESIRABLE	EVIDENCE A – Application I – Interview R – Reference
Qualifications			
• NVQ level 3 or above qualification (or equivalent)	✓		A
• Level 2 or equivalent qualification in English / Literacy and Mathematics / Numeracy	✓		A
Professional Experience			
• Experience of working with children	✓		A/I/R
• Experience of completing administrative tasks		✓	A/I/R
• Experience of supporting pupils with challenging behaviour		✓	A/I/R
Skills, Qualities and Abilities			
• Strong commitment to the mission of a Catholic school	✓		A/I
• Excellent communication skills, both written and verbal	✓		A/I
• Demonstrable leadership qualities, e.g. assertiveness, confidence, etc.	✓		A/I
• An ability to establish and maintain positive, professional working relationships.	✓		A/I
• An ability to manage and prioritise a demanding workload, and that of others, if necessary	✓		A/I
• An ability to manage change and stress as a member of the pastoral team	✓		A/I
• A high level of accuracy and attention to detail	✓		A/I
• Excellent time management skills and organisation	✓		A/I
• An ability to think strategically and manage problems	✓		A/I
• Commitment to a high profile presence in and around the school	✓		A/I
• Strong commitment to school improvement and raising achievement for all	✓		A/I
• Ability to remain enthusiastic when working under pressure	✓		A/I
• Ability to make effective use of ICT	✓		A/I
• Demonstrate knowledge of Safeguarding, Health and Safety and GDPR		✓	A/I
Letter of Application			
• Letter should be clear, concise and presented in an organised way (not more than 2 sides of A4; not smaller than font size 11)	✓		A
Other			
• Commitment to safeguarding and protecting the welfare of children and young people	✓		I

<ul style="list-style-type: none"> • Commitment to undertake in-service development, for example, completing the Designated Safeguarding Lead (DSL) training 	✓		I
<ul style="list-style-type: none"> • An understanding of and an ability to contribute to the daily mission of the school 	✓		A/I
<ul style="list-style-type: none"> • The capacity to contribute to the wider life of the school 	✓		A/I